

299508/23/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **WEEKEND CREW SUPERVISOR**

DEFINITION

Under direction, to coordinate and supervise weekend work projects for a department, using volunteer labor; and to do related work as required.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Review work orders, workers and equipment available, and scheduled projects.
- Instruct crew in work to be done, work methods, and work safety, resolving problems as needed.
- Supervise crew engaged in a variety of unskilled and limited skill grounds maintenance work, including pick-up of illegal trash dumps and general grounds cleaning.
- Supervise a crew engaged in manual labor removing weeds, trash and general maintenance of park landscape areas, restrooms and buildings.
- Drive vehicles as required to transport workers and equipment and to haul trash and debris to disposal sites.
- Prepare time cards and work project reports as required.
- Communicate with department supervision to insure correct work assignments.

QUALIFICATIONS

Knowledge of:

- Types of maintenance activities generally performed in grounds maintenance programs.
- Record keeping and reporting procedures.
- Safe work practices.
- Principles and practices of supervision.

Ability to:

- Supervise and coordinate the work of others.
- Understand and carry out oral and written instructions.

- Maintain records and prepare reports.
- Work a schedule involving weekends.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: At least three years experience supervising laborers. Two years of qualifying education may be substituted for up to two years of the required education.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Successful completion of the Riverside County Sheriff's Department training program for supervising inmates.

Possession of, or ability to obtain within six months of employment, a valid Class "B" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Weekend Crew Supervisor

TO: